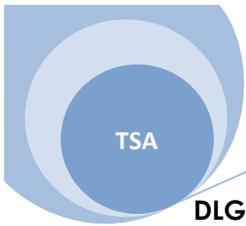


## Table of Contents

How to Log in as a Chapter Advisor .....	2
How to Verify Chapter Information: .....	2
How to Add Students: .....	3
How to Add Events for Students: .....	4
How to Add Participants to Housing: .....	5
How to View Registration .....	5
How to Submit your Registration: .....	6
How to Log Out .....	6



## DLG Support Protocol:



DLG provides support to System Administrators on all applications. System Administrators provide support to their Advisors. i.e. if you have an advisor that is having a problem with registration, the advisor would contact the System Administrator. If the System Administrator is unable to resolve the problem, the System Administrator would contact DLG for support. This support protocol allows the System Administrator to be the primary point of contact and support for the Advisor and allows DLG to be the primary point of contact and support for the System Administrator.

**A System Administrator is defined as any person that is responsible for setting up and maintaining the conference registration systems. If you are using this manual, you are probably considered the System Administrator.**

**How to Log in as a Chapter Advisor:**

Please enter your username and password

User Name

Password

Administrator Logged In

1. Type the appropriate "Name" in the "User Name" field
2. Type the appropriate "Password" in the "Password" field
3. Click on the "Login" button  
*Can't remember your password? Enter your email address below, and if we find your record, your password will be emailed to you*
4. Type the appropriate "Email" in the "Email Address" field
5. Click on the "Send" button

**How to Verify Chapter Information:**

If you are logging on for the first time, you will see a verification screen to complete:

Advisor First Name \*

Advisor Last Name \*

Status  ▼

Chapter Name \* **Test School**

Address 1

Address 2

City  State  Zip

Level \* 1 - Middle School  
(If the Level Information is incorrect, please contact the administrator to change it)

Email \*

Confirm Email \*  (For confirmation, please type the em

Secondary Email

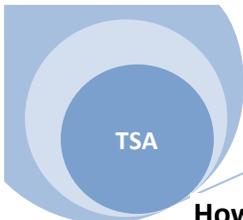
Confirm Sec. Email  (Please type email address again to co

Advisor Cell #

Chapter Phone

Chapter Fax

6. Complete the appropriate fields in the **Verification** form
7. If a field has an "Asterisk (\*)", you must complete those fields before you can "Save" your information
8. If there are Custom Questions listed at the bottom they must be answered before you can "Save" your information
9. Click on the "Save" button



How to Add Students:

**There are currently no entries**

[Click Here to upload your Document](#) - Not Uploaded Yet

- Click on the "Add Student" button
- Leave the Search Criteria blank and Click on the "Search" button

Name	Grade	Gender	Status
	12	Select Gender...	Not Attending
	11	Select Gender...	Not Attending
	11	Select Gender...	Not Attending
	10	Select Gender...	Not Attending

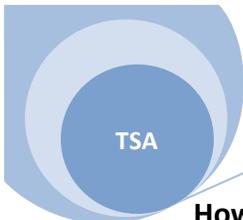
- Type the appropriate "Grade" in the "Grade" field
- Select the appropriate "Gender" from the "Gender" field Drop-Down list
- Select the appropriate "Status" from the "Status" field Drop-Down list
- Click on the "Submit" button

ID	Name	Status	Events	Item Selection		
1001011		A	0	Items	\$15.00	Edit Delete
1001014		S	0	Items	\$0.00	Edit & Select Events Delete
1001015		S	0	Items	\$0.00	Edit & Select Events Delete
1001016		S	0	Items	\$0.00	Edit & Select Events Delete

- Click on the "Items" link to add Items to a Participant

Description	Price	Quantity
TSA Gloves	\$5.00	0
TSA Water Bottle	\$10.00	0

- Type the appropriate "Number" in the "Quantity" field
- Click on the "Save" button



How to Add Events for Students:

ID	Name	Status	Events	Item Selection		
1001011		A	0	<a href="#">Items</a>	\$15.00	<a href="#">Edit</a> <a href="#">Delete</a>
1001014		S	0	<a href="#">Items</a>	\$0.00	<a href="#">Edit &amp; Select Events</a> <a href="#">Delete</a>
1001015		S	0	<a href="#">Items</a>	\$0.00	<a href="#">Edit &amp; Select Events</a> <a href="#">Delete</a>
1001016		S	0	<a href="#">Items</a>	\$0.00	<a href="#">Edit &amp; Select Events</a> <a href="#">Delete</a>

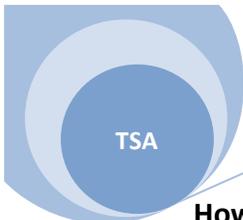
19. Click on the "Edit & Select Events" link

Event Name	Maximum # of Entries Per Chapter	Select	Team #	Additional Team #	Team Captain	Schedule
Assistive Technology Design - MS (Lvl 1)	2 teams of 2 to 6 Individuals	<input checked="" type="checkbox"/>	1	NA	<input type="checkbox"/>	<a href="#">Schedule</a>
Biotechnology - MS (Lvl 1)	3 teams of 2 to 6 Individuals	<input type="checkbox"/>				<a href="#">Schedule</a>
Biotechnology1 - MS (Lvl 1)	3 teams of 2 to 6 Individuals	<input type="checkbox"/>				<a href="#">Schedule</a>
CAD Foundations - MS (Lvl 1)	2 Individuals	<input type="checkbox"/>				<a href="#">Schedule</a>
Career Prep - MS (Lvl 1)	200 Individuals	<input type="checkbox"/>				<a href="#">Schedule</a>

- 20. Select the "Select" checkbox next to the Event
- 21. Type the appropriate "Team #" in the "Team #" field
- 22. Select the "Team Captain" checkbox to choose Team Captain (Note: the "Team Captain" option is only available if Judge Pro is being used. If your organization is using Judge Pro and the "Team Captain" checkbox is NOT visible, please contact your advisor)
- 23. Click on the "Save" button  
 Note: Team # should remain 1 unless you are sending more than 1 team to compete in the same event

Select	Team #	Event Name	Min Students	Max Students	Max # of Teams
<b>1 - Principles of Business Administration</b>					
<input checked="" type="checkbox"/>		Principles of Business Management and Administration (PBM)	1	99	
<input type="checkbox"/>		Principles of Finance (PFN)	1	99	

- 24. Select the "Select" checkbox next to the Event
- 25. Click on the "Save" button  
 Note: After Saving the event for one student the next student's event page will appear



### How to Add Participants to Housing:

Housing - You MUST complete housing before you can submit

26. Click on the "Housing" button

Select Room Type

Select Room #

Select	Name	Gender
<input checked="" type="checkbox"/>	dyamonique allen (Student)	F
<input type="checkbox"/>	karole ann alviso (Student)	F
<input type="checkbox"/>	talon arasin (Student)	M

27. Select the appropriate "Type" from the "Select Room Type" field Drop-Down list

28. Select the appropriate "Room" from the "Select Room #" field Drop-Down list

29. Select the checkbox next to the students to place in the room

30. Click on the "Add To Room" button

Chapter Arriving 12/29/2021 8:00 AM    Departing 12/31/2021 8:00 PM [\[Edit\]](#)

\* NGS = No Gender Selected

Room	Gender	Name	Participant Type	Dates	Nights	12/29	12/30	Total	No Show	
#1 (Single Room)	F	dyamonique allen	Student	(12/29 - 12/31)	2	\$50.00	\$50.00	\$100.00		<a href="#">[Remove]</a>
#2 (Double Room)	NGS	Justn Gorman	Advisor	(12/29 - 12/31)	2	\$75.00	\$75.00	\$150.00		<a href="#">[Remove]</a>

31. Click on the "Remove" link to Remove a Participant from a room

32. Click on the "Submit Hotel Reservation" button

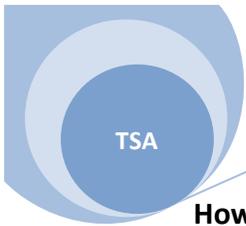
### How to View Registration

33. Click on the "View Registration" button to review the Registration

Description	Quantity	Each	Total
Advisor	1	\$95.00	\$95.00
Student	3	\$95.00	\$285.00
Hamburger Plate	1	\$5.00	\$5.00

34. Sort by "Name" or "Event" by clicking on the "Name" or "Event" link

Sort By: [Name](#) [Event](#)



**How to Submit your Registration:**

35. Click on the "Submit" button

- I agree to the above statement(s)

**Please click on the Confirm button below to finalize your registration**

Click [here](#) to print a copy of your invoice.

36. Select the "I agree" checkbox
37. Click on the "Here" link to print a copy of your invoice
38. Click on the "Confirm" button

**How to Log Out:**

1. Click on the "Log Out" button